

## PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS (Updated September, 2010)

Sections I through III provide for contract-related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). Please provide your assessment of the "relevant experience" and "performance" associated with our SOW evidenced within the contract for which you are a reference. Your assessment of the relevancy should reflect the fact that the principal purpose of our contract is to Conduct onsite review pursuant to Section 504 of the Rehabilitation Act of 1973(Section 504).

**"Significant Experience"** means that a full range of services was routinely performed by the contractor under the associated SOW element. **"Moderate Experience"** describes a contractor who has experience in several aspects of a work element even though the experience may not have been on a continuous basis or directly related to the purpose of our contract. **"Minimal Experience/Did not Perform"** means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency, or the work element was not performed under the contract.

Section V evaluates the contractor's technical, schedule, and cost performance and management. (Additional pages may be used for comments if desired). It is very important to keep in mind that only performance in the **past 3 years** is relevant. If you cannot answer any questions, please circle "N/R" for Not Rated.

The following definitions are offered for your use in assigning a performance rating for each of the factors in Sections IV and V:

Very High (VH)	The Offeror's relevant past performance is of exceptional merit ; indicating exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance.
High (H)	The Offeror's relevant past performance demonstrates very effective performance that would be fully responsive to contract requirements with contract requirements accomplished in a timely, efficient, and economical manner for the most part with only minor problems with little identifiable effect on overall performance.
Moderate (M)	The Offeror's relevant past performance t demonstrates effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance.
Low (L)	The Offeror's relevant past performance meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance.
Very Low (VL)	The Offeror's relevant past performance does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas which, adversely affect overall performance.
N/R	Not Rated

Section VI provides for evaluation of the contractor's management of cost and award/incentive fee history.

RETURN THIS QUESTIONNAIRE TO  
BY **December 4, 2014**.

NASA Goddard Space Flight Center  
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**PAST PERFORMANCE QUESTIONNAIRE****I. Contract Information**

- A. Name of Company/Division Being Evaluated: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Contractor Cage Code and/or DUNS number \_\_\_\_\_
- D. Contract Number: \_\_\_\_\_
- E. Contract Type: \_\_\_\_\_
- F. Period of Performance (including options): From: \_\_\_\_\_ To: \_\_\_\_\_
- G. Total Contract Value: \_\_\_\_\_
- H. Award Information: Competitive: Yes \_\_\_ No \_\_\_  
 Basis of Selection: Technical \_\_\_ Cost/Price \_\_\_  
 Other (specify) \_\_\_\_\_

**II. Description of Contract**

Briefly describe the services provided under this contract:

During the contract performance being evaluated, this firm was the:

Prime Contractor \_\_\_ Significant Subcontractor \_\_\_ Team Member \_\_\_  
 Other (describe) \_\_\_\_\_

Does a corporate or business relationship exist between the firm being evaluated and your organization?

Yes \_\_\_ No \_\_\_. If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_

**III. Evaluator Information**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Agency/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date Questionnaire Completed: \_\_\_\_\_  
 Role in Program/Contract: \_\_\_\_\_  
 Length of Involvement in this Program/ Contract: \_\_\_\_\_

**PAST PERFORMANCE QUESTIONNAIRE**

**IV. SOW Survey: Relevant Experience and Performance Ratings: Please check the appropriate blocks for both Relevance (Significant, Moderate, Minimal/Did Not Perform) and the Performance (VH, H, M, L, VL, N/R) for each SOW Element Listed below (see page 1 definitions and instructions).**

SOW ELEMENT	SIGNIFICANT	MODERATE	MINIMAL/ DID NOT PERFORM	PERFORMANCE RATING (Please circle)					
				VH	H	M	L	VL	N/R
a. Provide competent and experienced professionals to serve as consultants regarding civil rights compliance activities of recipients of NASA grants									
b. Provide subject matter expertise to NASA ODEO on civil rights compliance activities of recipients of NASA grants in order to identify both compliance concerns and promising practices of recipient institutions and recommend solutions, strategies and approaches to strengthening compliance									
c. Develop investigative reports based on onsite compliance reviews, including all issues covered in investigative plans, to ensure that the issues have been properly identified and addressed and appropriate findings and recommendations made									
d. Advise NASA ODEO on the status of required work products regarding onsite compliance reviews									
e. Provide qualified, competent and experienced professional writers to prepare analysis for compliance review letters and reports, based on onsite compliance reviews									
f. Provide analysis that fully conforms to requirements regarding legal substance, analysis of relevant facts and structural format for compliance review letters and reports, based on onsite compliance reviews with minimal editing and revision by NASA ODEO									

g. Prepare thorough and complete pre-onsite preliminary compliance assessments that reflect a comprehensive review of all recipient institution policies/procedures/practices and statistical data pertaining to civil rights regulations and policy				VH	H	M	L	VL	N/R
h. Prepare thorough interview guides for onsite reviews of recipient institutions that reflect a comprehensive review of all recipient institution policies/procedures/practices and statistical data pertaining to civil rights regulations and policy				VH	H	M	L	VL	N/R
i. Assist NASA ODEO to conduct thorough onsite compliance reviews, including onsite interviews with high-level administrative officials, faculty, staff, and students as well as inspection of recipient's programs, services, activities, buildings, facilities, equipment and media to determine compliance with civil rights regulations and policy				VH	H	M	L	VL	N/R
j. Assist NASA ODEO in providing a preliminary assessment of the recipient institution's compliance with civil rights regulations to the recipient institution's management at the conclusion of the onsite visit				VH	H	M	L	VL	N/R
k. Prepare written interview reports based on onsite compliance reviews that are an accurate representations of the information provided by interviewees				VH	H	M	L	VL	N/R
l. Ability to adhere to all relevant requirements associated with NASA external civil rights compliance activities, e.g., Privacy Act requirements				VH	H	M	L	VL	N/R
m. Provide NASA ODEO with required work products for onsite compliance reviews within established timeframes				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R

				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R
				VH	H	M	L	VL	N/R

**PAST PERFORMANCE QUESTIONNAIRE****V. General Performance Survey**

NO	PERFORMANCE QUESTIONS	PERFORMANCE RATING (Please Circle)					
		VH	H	M	L	VL	N/R
1.	Overall performance in planning and controlling the program						
2.	Quality of services and support provided						
3.	Compliance with technical requirements and performance standards						
4.	Content, accuracy, quality, and timeliness of technical reports and deliverables						
5.	Ability to design and/or deliver a product that meets or exceeds performance requirements within costs and schedule						
6.	Timely identification and mitigation of risks						
7.	Contractor's ability to identify and correct performance deficiencies in a timely manner						
8.	Compliance with technical process and control requirements (quality assurance, configuration management, etc.)						
9.	Ability to recruit and retain highly skilled personnel, including ability to fill key vacancies in a timely manner.						
10.	Ability to handle fluctuating workloads						
11.	Adherence to safety and health procedures						
12.	Overall Safety and Health injury/illness record						
13.	Demonstrated understanding and compliance with mission safety requirements						
14.	Communicating and interfacing with Government						
15.	Ability to effectively manage subcontractor performance						
16.	Ability to build effective working relationships with associate contractors, subcontractors and the Government in a team environment.						
17.	Timeliness, quality, and accuracy of schedule reporting						
18.	Adequacy of Contractor's system(s) for processing task orders and/or changes.						
19.	Overall responsiveness to Government requests						
20.	Ability to establish realistic cost estimates						
21.	Ability to establish realistic schedule estimates						
22.	If performance based, how successful was the Contractor in meeting the contract metrics?						
23.	Adherence to estimated costs and contract cost targets						
24.	Ability to anticipate, identify and control cost growth.						
25.	Ability to meet Small Business Subcontracting Plan Goals						
26.	Timeliness, quality, and accuracy of Small Business Subcontracting Plan reporting						
27.	Ability to meet Small Disadvantaged Business Participation targets						
28.	Timeliness, quality, and accuracy of financial reporting						

29.	Overall evaluation of cost performance	VH	H	M	L	VL	N/R
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**PAST PERFORMANCE QUESTIONNAIRE**

**Section VI:**

What is the Contract Value:

	Initial Value	Current Value
Estimated Cost:	\$ _____	\$ _____

Fee:	\$ _____	\$ _____
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Total Value:	\$ _____	\$ _____
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Briefly describe any change(s) from original contract value:

What are the total contract expenditures to date (cost/fees to date based on invoices, reports, etc)?

What is the **Annual** Contract Value to Date (The current contract expenditures to date divided by the number of years of performance to date)?

Was there a cost overrun? ( ) Yes ( ) No

If yes, please explain:

If this was an award fee contract, what are the individual and/or average ratings of performance by your organization? Please attach any available award fee letters or database entries

Please comment on particularly strong/weak points of Contractor's performance (technical, schedule, and/or cost).

Overall Contract Performance Rating (circle one)

Very High      High      Moderate      Low      Very Low

Would you select this Contractor Again? ( ) Yes ( ) No

Please add any other comments you may feel are pertinent.

Rater's Signature

Date